

MMIS Guide

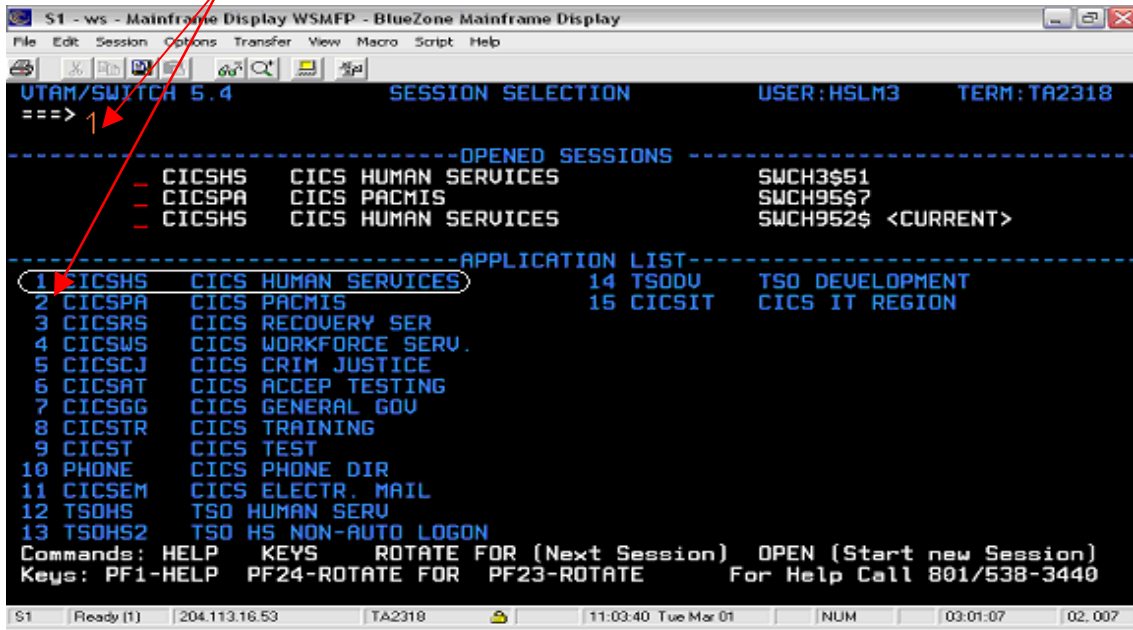


Table of Contents

Logging in from Switch	2
Medicaid Card Display	3
Recipient Overview	4
Managed Healthcare (HMO)	7
Claims History	9

MMIS Guide

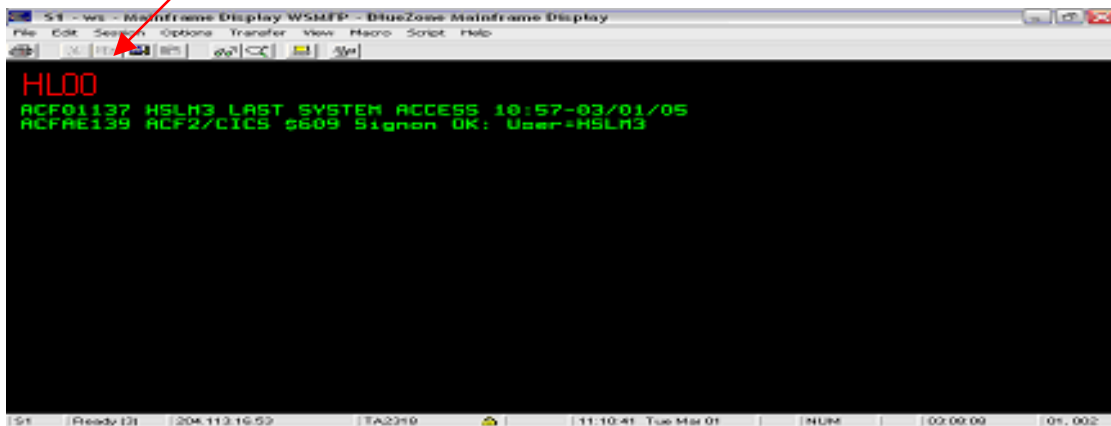
From the SWITCH Main
Menu select “1”.
Enter.



The screenshot shows the SWITCH Main Menu interface. At the top, it displays 'UTAM/SWITCH 5.4', 'SESSION SELECTION', 'USER:HSLM3', and 'TERM:TA2318'. Below this, there is a section for 'OPENED SESSIONS' and an 'APPLICATION LIST'. The 'APPLICATION LIST' is a table with two columns: a number and a description. The first row is '1 CICS HS CICS HUMAN SERVICES', which is highlighted with a red box and a red arrow pointing to it from the instruction box above. Other rows include '2 CICS PA CICS PACMIS', '3 CICS RS CICS RECOVERY SER', '4 CICS WS CICS WORKFORCE SERV', '5 CICS CJ CICS CRIM JUSTICE', '6 CICS AT CICS ACCEP TESTING', '7 CICS GG CICS GENERAL GOV', '8 CICS TR CICS TRAINING', '9 CICS TS CICS TEST', '10 PHONE CICS PHONE DIR', '11 CICS EM CICS ELECTR. MAIL', '12 TSO HS TSO HUMAN SERV', and '13 TSO HS2 TSO HS NON-AUTO LOGON'. To the right of the 'APPLICATION LIST', there are two more rows: '14 TSO DU TSO DEVELOPMENT' and '15 CICS IT CICS IT REGION'. At the bottom, there are commands: 'HELP', 'KEYS', 'ROTATE FOR (Next Session)', and 'OPEN (Start new Session)'. The status bar at the very bottom shows 'S1', 'Ready (1)', '204.113.16.53', 'TA2318', '11:03:40 Tue Mar 01', 'NUM', '03:01:07', and '02.007'.

```
S1 - ws - Mainframe Display WSMFP - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
UTAM/SWITCH 5.4          SESSION SELECTION          USER:HSLM3    TERM:TA2318
===> 1
-----OPENED SESSIONS-----
- CICS HS   CICS HUMAN SERVICES          SWCH3$51
- CICS PA   CICS PACMIS                  SWCH9$57
- CICS HS   CICS HUMAN SERVICES          SWCH9$2$ <CURRENT>
-----APPLICATION LIST-----
1 CICS HS   CICS HUMAN SERVICES          14 TSO DU   TSO DEVELOPMENT
2 CICS PA   CICS PACMIS                  15 CICS IT   CICS IT REGION
3 CICS RS   CICS RECOVERY SER
4 CICS WS   CICS WORKFORCE SERV
5 CICS CJ   CICS CRIM JUSTICE
6 CICS AT   CICS ACCEP TESTING
7 CICS GG   CICS GENERAL GOV
8 CICS TR   CICS TRAINING
9 CICS TS   CICS TEST
10 PHONE   CICS PHONE DIR
11 CICS EM   CICS ELECTR. MAIL
12 TSO HS   TSO HUMAN SERV
13 TSO HS2  TSO HS NON-AUTO LOGON
Commands:  HELP   KEYS   ROTATE FOR (Next Session)  OPEN (Start new Session)
Keys: PF1-HELP  PF24-ROTATE FOR  PF23-ROTATE      For Help Call 801/538-3440
S1 | Ready (1) | 204.113.16.53 | TA2318 | 11:03:40 Tue Mar 01 | NUM | 03:01:07 | 02.007
```

Enter **HL00** (zeros).
Hit Enter.

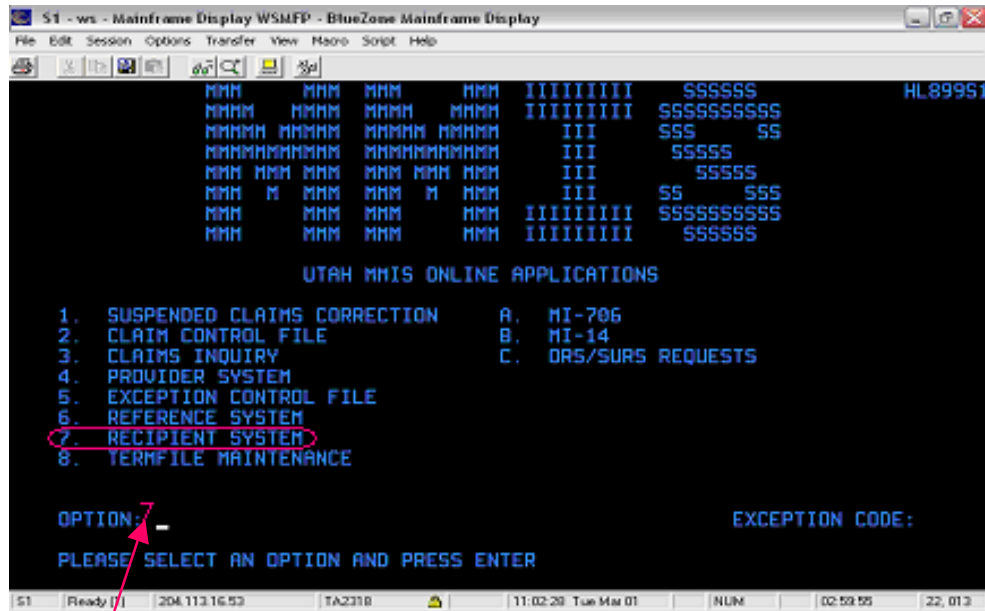


The screenshot shows the SWITCH Main Menu interface after the user has entered 'HL00'. The text 'HL00' is displayed in red at the top. Below it, there is a green message: 'ACF01137 HSLM3 LAST SYSTEM ACCESS 10:57-03/01/05' and 'ACF01139 ACF2/CICS \$609 Signon OK: User=HSLM3'. The status bar at the bottom shows 'S1', 'Ready (1)', '204.113.16.53', 'TA2318', '11:10:41 Tue Mar 01', 'NUM', '02:00:00', and '01.002'.

```
S1 - ws - Mainframe Display WSMFP - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
HL00
ACF01137 HSLM3 LAST SYSTEM ACCESS 10:57-03/01/05
ACF01139 ACF2/CICS $609 Signon OK: User=HSLM3
S1 | Ready (1) | 204.113.16.53 | TA2318 | 11:10:41 Tue Mar 01 | NUM | 02:00:00 | 01.002
```

Medicaid Card Display Information

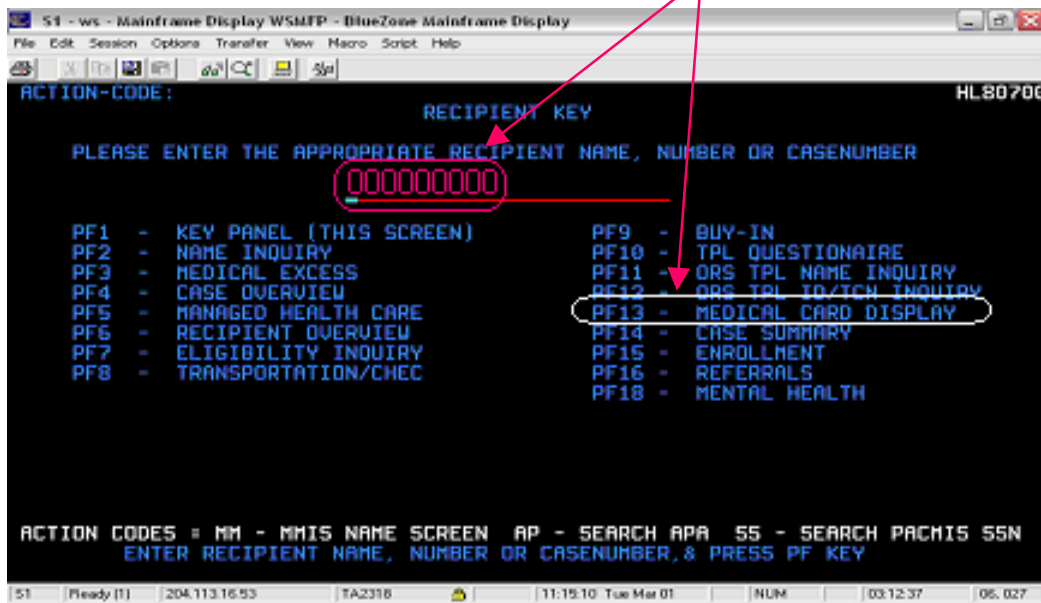
MMIS will provide you with the necessary information to complete the 695-P for a child with a current month's Medicaid eligibility. To return to the Main MMIS menu press F1.



The screenshot shows the 'Mainframe Display WSMFP - BlueZone Mainframe Display' window. At the top, there is a header with 'UTAH MMIS ONLINE APPLICATIONS'. Below this is a list of eight options: 1. SUSPENDED CLAIMS CORRECTION, 2. CLAIM CONTROL FILE, 3. CLAIMS INQUIRY, 4. PROVIDER SYSTEM, 5. EXCEPTION CONTROL FILE, 6. REFERENCE SYSTEM, 7. RECIPIENT SYSTEM, and 8. TERMFILE MAINTENANCE. Option 7 is circled in red. Below the list, there is a prompt 'OPTION: 7' with a red arrow pointing to the number 7. To the right of this prompt is the text 'EXCEPTION CODE:'. At the bottom of the screen, there is a status bar with various system information.

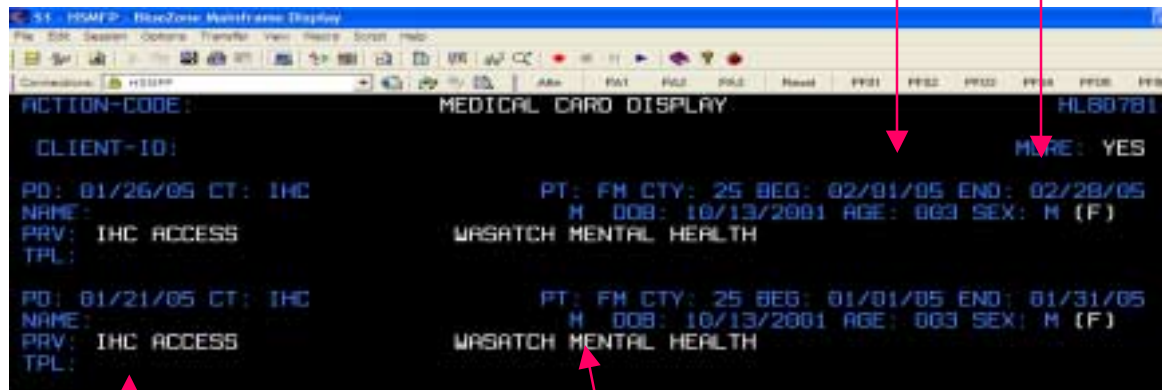
Select "7".
Enter.

Enter the child's **HLCI** (9 digit).
Press **F13** (shift F1).



The screenshot shows the 'Mainframe Display WSMFP - BlueZone Mainframe Display' window. At the top, there is a header with 'ACTION-CODE: RECIPIENT KEY' and 'HL80700'. Below this is a prompt 'PLEASE ENTER THE APPROPRIATE RECIPIENT NAME, NUMBER OR CASENUMBER'. Below the prompt is a red box containing the text '000000000'. Below this is a list of PF keys and their corresponding actions: PF1 - KEY PANEL (THIS SCREEN), PF2 - NAME INQUIRY, PF3 - MEDICAL EXCESS, PF4 - CASE OVERVIEW, PF5 - MANAGED HEALTH CARE, PF6 - RECIPIENT OVERVIEW, PF7 - ELIGIBILITY INQUIRY, PF8 - TRANSPORTATION/CHEC, PF9 - BUY-IN, PF10 - TPL QUESTIONNAIRE, PF11 - ORS TPL NAME INQUIRY, PF12 - ORS TPL ID/TCN INQUIRY, PF13 - MEDICAL CARD DISPLAY, PF14 - CASE SUMMARY, PF15 - ENROLLMENT, PF16 - REFERRALS, and PF18 - MENTAL HEALTH. PF13 is circled in red. At the bottom of the screen, there is a status bar with various system information.

Current month Medicaid eligibility will be listed here.

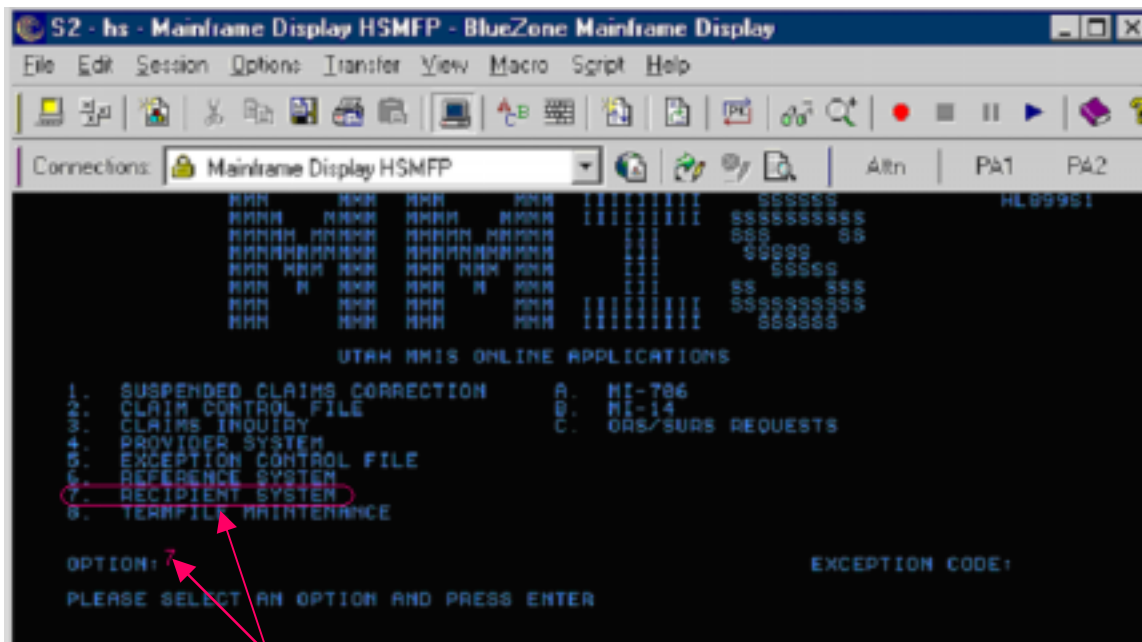


The screenshot shows a 'MEDICAL CARD DISPLAY' window. It contains two sections of client information. The first section shows a client with ID 'HL80781', born 01/26/05, with a primary care provider (PRV) of 'IHC ACCESS' and a mental health provider (MRE) of 'YES'. The second section shows a client with ID 'HL80781', born 01/21/05, with a primary care provider (PRV) of 'IHC ACCESS' and a mental health provider (MRE) of 'YES'. The text 'HMO Provider.' and 'Mental Health Provider.' are placed below the respective sections with arrows pointing to the 'PRV' and 'MRE' fields.

HMO Provider.

Mental Health Provider.

Recipient Overview



The screenshot shows a 'Mainframe Display HSMFP - BlueZone Mainframe Display' window. It displays a menu of 'UTAH MMIS ONLINE APPLICATIONS'. The menu items are: 1. SUSPENDED CLAIMS CORRECTION, 2. CLAIM CONTROL FILE, 3. CLAIMS INQUIRY, 4. PROVIDER SYSTEM, 5. EXCEPTION CONTROL FILE, 6. REFERENCE SYSTEM, 7. RECIPIENT SYSTEM, and 8. TERMPFILE MAINTENANCE. The option '7. RECIPIENT SYSTEM' is highlighted with a red circle. The text 'Enter "7" from the Main MMIS Menu.' is placed below the menu with an arrow pointing to the highlighted option.

Enter "7" from the Main MMIS Menu.

This MMIS selection will provide you information about the Medicaid or CHIP eligibility, TPL and HMO of the client. **To return to the Main Menu press F1.**

Enter the client's
HLCI and press **F6**
for the Medicaid or
CHIP eligibility.

PF6 Screen

Medicaid or CHIP Eligibility

The screenshot shows a mainframe terminal window titled "S1 - hs - Mainframe Display HSMFP - BlueZone Mainframe Display". The interface includes a menu of PF keys and a section for entering recipient information. A red box highlights the "PF6 - RECIPIENT OVERVIEW" option in the menu. Another red box highlights the input field for the "RECIPIENT KEY", which contains the value "020368233". A red arrow points from the text box above to this input field. The bottom of the screen features a grid of function keys (PF1 through PF24, AltIn, Clear, E EOF, E Input, Reset, SysRq).

ACTION=CODE: **RECIPIENT KEY** HL80700

PLEASE ENTER THE APPROPRIATE RECIPIENT NAME, NUMBER OR CASENUMBER

020368233

PF1 - KEY PANEL (THIS SCREEN)	PF9 - BUY-IN
PF2 - NAME INQUIRY	PF10 - TPL QUESTIONAIRE
PF3 - MEDICAL EXCESS	PF11 - ORS TPL NAME INQUIRY
PF4 - CASE OVERVIEW	PF12 - ORS TPL ID/TCN INQUIRY
PF5 - MANAGED HEALTH CARE	PF13 - MEDICAL CARD DISPLAY
PF6 - RECIPIENT OVERVIEW	PF14 - CASE SUMMARY
PF7 - ELIGIBILITY INQUIRY	PF15 - ENROLLMENT
PF8 - TRANSPORTATION/CHEC	PF16 - REFERRALS
	PF18 - MENTAL HEALTH

ACTION CODES = MM - MMIS NAME SCREEN AP - SEARCH APA SS - SEARCH PACMIS SSN
ENTER RECIPIENT NAME, NUMBER OR CASENUMBER, & PRESS PF KEY

AltIn	Clear	E EOF	E Input	PF13	PF14	PF15	PF16	PF17
PF18	PF19	PF20	PF21	PF22	PF23	PF24	Reset	SysRq

Display of Medicaid or
CHIP eligibility.

S2 - hs - Mainframe Display HSMFP - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: Mainframe Display HSMFP Attn PA1 PA2

ACTION-CODE: RECIPIENT OVERVIEW HL80751
ACTION ST = STATUS BE = MAC ISSUE DATE AD = ADDRESS DT = APPLICATION DATE
CLIENT-ID: 0203682310 OLD-APA-ID: 0203682310 ORIGINAL-ID: 0203682310
NAME: DIXON CHRISTINA A SEX: F DOB: 12/25/1992
SSN: 647308717 LIVING ARRANGEMENTS: RELATIONSHIP:
DEATH DATE: STATUS: CLOSE REASON:
MAC ISSUE DATE: HOUSEHOLD SIZE: APPLICATION DATE:
ADDRESS: ADDRESS:
(MAIL) (RES)

PHONE: TEAM: RESP PERSON:

----- ELIGIBILITY DATA -----

BEGIN DATE	END DATE	CITY CODE	DIST OFFICE	AID TYPE	FUND TYPE	CATEGORY	CASE NBR
06/01/05	06/30/05	18	SCH	A1A	A	MEDICAID	00392137
03/01/04	05/31/05	18	SCC	A1A	A	MEDICAID	00392137
08/01/04	08/31/04	06	SCC	A1A	A	MEDICAID	00392137
01/01/04	07/31/04	29	SNY	ACF	A	MEDICAID	00693400
12/01/03	12/31/03	06	SCC	ACF	A	MEDICAID	00392137
03/01/03	11/30/03	06	SCC	A1A	A	MEDICAID	00392137
11/01/98	02/28/03	06	SCH	A1A	A	MEDICAID	00392137
05/01/96	10/31/98	18	SCH	A1A	A	MEDICAID	00392137

NUM OF LINES LEFT 000

Attn Clear E EOF E Input PF13 PF14 PF15 PF16 PF17
PF18 PF19 PF20 PF21 PF22 PF23 PF24 Reset SysRq

HMO assignments for areas where
HMO's are assigned.
Enter client HLCI and press **PF5**.

PF5 Screen

Managed Health Care (HMO)

S1 - hs - Mainframe Display HSMFP - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: Mainframe Display HSMFP AltFn PA1 PA2 PA3 Reset

ACTION-CODE: **RECIPIENT KEY** **HL00700**

PLEASE ENTER THE APPROPRIATE RECIPIENT NAME, NUMBER OR CASENUMBER

020368231

PF1 - KEY PANEL (THIS SCREEN) PF9 - BUY-IN
PF2 - NAME INQUIRY PF10 - TPL QUESTIONNAIRE
PF3 - MEDICAL EXCESS PF11 - ORS TPL NAME INQUIRY
PF4 - CASE OVERVIEW PF12 - ORS TPL ID/TCN INQUIRY
PF5 - MANAGED HEALTH CARE PF13 - MEDICAL CARD DISPLAY
PF6 - RECIPIENT OVERVIEW PF14 - CASE SUMMARY
PF7 - ELIGIBILITY INQUIRY PF15 - ENROLLMENT
PF8 - TRANSPORTATION/CHEC PF16 - REFERRALS
PF18 - MENTAL HEALTH

ACTION CODES = MM - THIS NAME SCREEN AP - SEARCH APA SS - SEARCH PACMIS SSN
ENTER RECIPIENT NAME, NUMBER OR CASENUMBER, & PRESS PF KEY

AltFn Clear E EOF E Input PF13 PF14 PF15 PF16 PF17
PF18 PF19 PF20 PF21 PF22 PF23 PF24 Reset SysRq

HMO assignment
HMO's are required in the 4 Wasatch
front counties and the St. George area.

S1 - hs - Mainframe Display HSMFP - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: Mainframe Display HSMFP AltFn PA1 PA2 PA3 Reset

ACTION-CODE: **MANAGED HEALTH CARE** **HL00745**

ENTER ST TO SEE STATUS, ELIG-END-DATE & PROG-TYPE.

CLIENT-ID: OLD-APA-ID: 020368231 ORIGINAL-ID: 020368231
NAME: DIXON CHRISTINA R DOB: 12/25/1992 ELIG-END-DATE:

HMO-DATE: 03/15/04 HMO-TPL: STATUS: PROG-TYPE:

PROVIDER-NBR PROVIDER-NAME SES-DATE END-DATE * RECIPIENT

PROVIDER-NBR	PROVIDER-NAME	SES-DATE	END-DATE	* RECIPIENT
070419004000	IHC	06/01/96	09/09/99	LOCKIN

HMO-PROV-NBR DATE CODE HMO-PROV-NBR DATE CODE HMO-PROV-NBR DATE CODE

070419004000	0506	P	070419004000	0410	P	070419004000	0312	P
070419004000	0505	P	070419004000	0409	P	070419004000	0311	P
070419004000	0504	P	070419004000	0408	P	070419004000	0310	P
070419004000	0503	P	070419004000	0407	P	070419004000	0309	P
070419004000	0502	P	070419004000	0406	P	070419004000	0308	P
070419004000	0501	P	070419004000	0405	P	070419004000	0307	P
070419004000	0412	P	070419004000	0404	P	070419004000	0306	P
070419004000	0411	P	070419004000	0403	P	070419004000	0305	P

LOCKIN/CASEMANAGEMENT AND MENTAL HEALTH DATA

CODE	PROVIDER-NBR	PROVIDER-NAME	EFF-DATE	END-DATE
H	942930348814	VALLEY MENTAL HEALTH	05/01/04	06/30/05

AltFn Clear E EOF E Input PF13 PF14 PF15 PF16 PF17
PF18 PF19 PF20 PF21 PF22 PF23 PF24 Reset SysRq

Enter Client HLCI and press **PF7**.

PF7 Screen

TPL Information

S1 - hs - Mainframe Display HSMFP - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: Mainframe Display HSMFP

ACTION-CODE: RECIPIENT KEY HL80700

PLEASE ENTER THE APPROPRIATE RECIPIENT NAME, NUMBER OR CASENUMBER

00000000

PF1 - KEY PANEL (THIS SCREEN)
PF2 - NAME INQUIRY
PF3 - MEDICAL EXCESS
PF4 - CASE OVERVIEW
PF5 - MANAGED HEALTH CARE
PF6 - RECIPIENT OVERVIEW
PF7 - ELIGIBILITY INQUIRY
PF8 - TRANSPORTATION/CHEC

PF9 - BUY-IN
PF10 - TPL QUESTIONNAIRE
PF11 - ORS TPL NAME INQUIRY
PF12 - ORS TPL ID/TCN INQUIRY
PF13 - MEDICAL CARD DISPLAY
PF14 - CASE SUMMARY
PF15 - ENROLLMENT
PF16 - REFERRALS
PF18 - MENTAL HEALTH

ACTION CODES = MM - MMIS NAME SCREEN AP - SEARCH APA SS - SEARCH PACMIS SSN
ENTER RECIPIENT NAME, NUMBER OR CASENUMBER, & PRESS PF KEY

Attn Clear E EOF E Input PF13 PF14 PF15 PF16 PF17
PF18 PF19 PF20 PF21 PF22 PF23 PF24 Reset SysRq

S1 - hs - Mainframe Display HSMFP - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: Mainframe Display HSMFP

ACTION-CODE: ELIGIBILITY INQUIRY HL80761

ACTION SDSPENDOWN INFORMATION

CLIENT-ID: 0283682318 BEGIN-DATE: 0283682318 MONTH-INDICATOR: H

OLD-ADA-ID: 0283682318 ORIGINAL-ID: 0283682318 SSN: 647388717

NAME: DIXON CHRISTINA R HOUSEHOLD-SIZE: 5

DOB: 12/25/1992 SEX: F TENR: HHC

----- ELIGIBILITY -----

BEG DATE END DATE CAT DIST CASE NUM HEALTH CARE NAME LOCKIN

06/09/05 06/09/05 HE (FULL) SCH 000392137 INC ACCESS

VALLEY MENTAL HEALTH

NO COPAYMENT REQUIRED

TPL NAME POLICY GROUP POLICY HOLDER

REGENCE BLUE CROSS BLUE SH R08511023 105 DIXON

ADDRESS: PO BOX 30272 SALT LAKE CITY UT 841380272

RETAIL PHARMACY SERVICE R08511023 DIXON

ADDRESS: PO BOX 52057 PHOENIX AZ 850722057

----- MEDICAL EXCESS -----

EFF YYYY PROGRAM TYP CATEGORY SPENDOWN PAID DATE EXCESS AMOUNT

0500 SA NFDC .00

Attn Clear E EOF E Input PF13 PF14 PF15 PF16 PF17
PF18 PF19 PF20 PF21 PF22 PF23 PF24 Reset SysRq

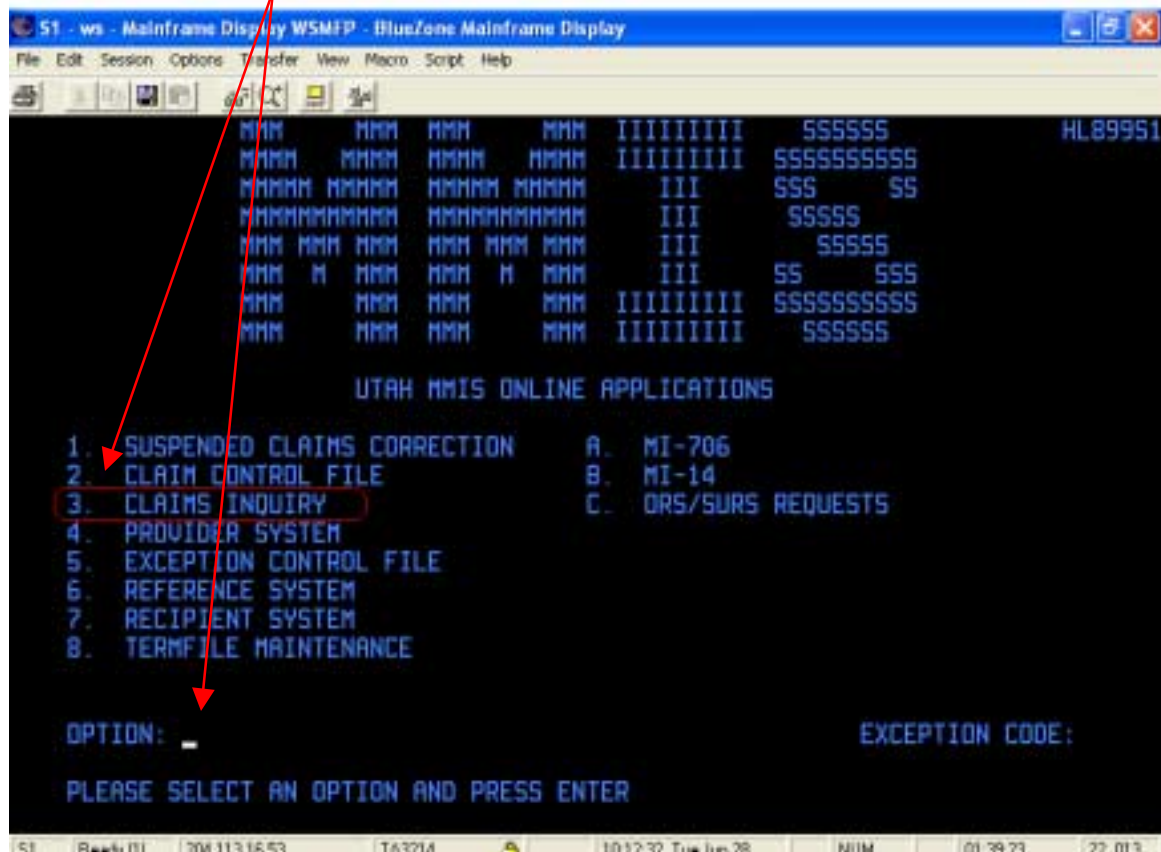
15 05 33 Thu Jun 09 NUM 00 07 26 03 01 3

TPL Insurance Information
including policy holder,
provider name, address and
start date.

Claims History

The claims history in MMIS provides the information necessary to determine if the client's medical expenses justify paying the required spenddown for cases with a spenddown.

Enter option "3" Claims Inquiry, on the Main MMIS Menu.



There are two ways to search for a client's claim history from this screen.

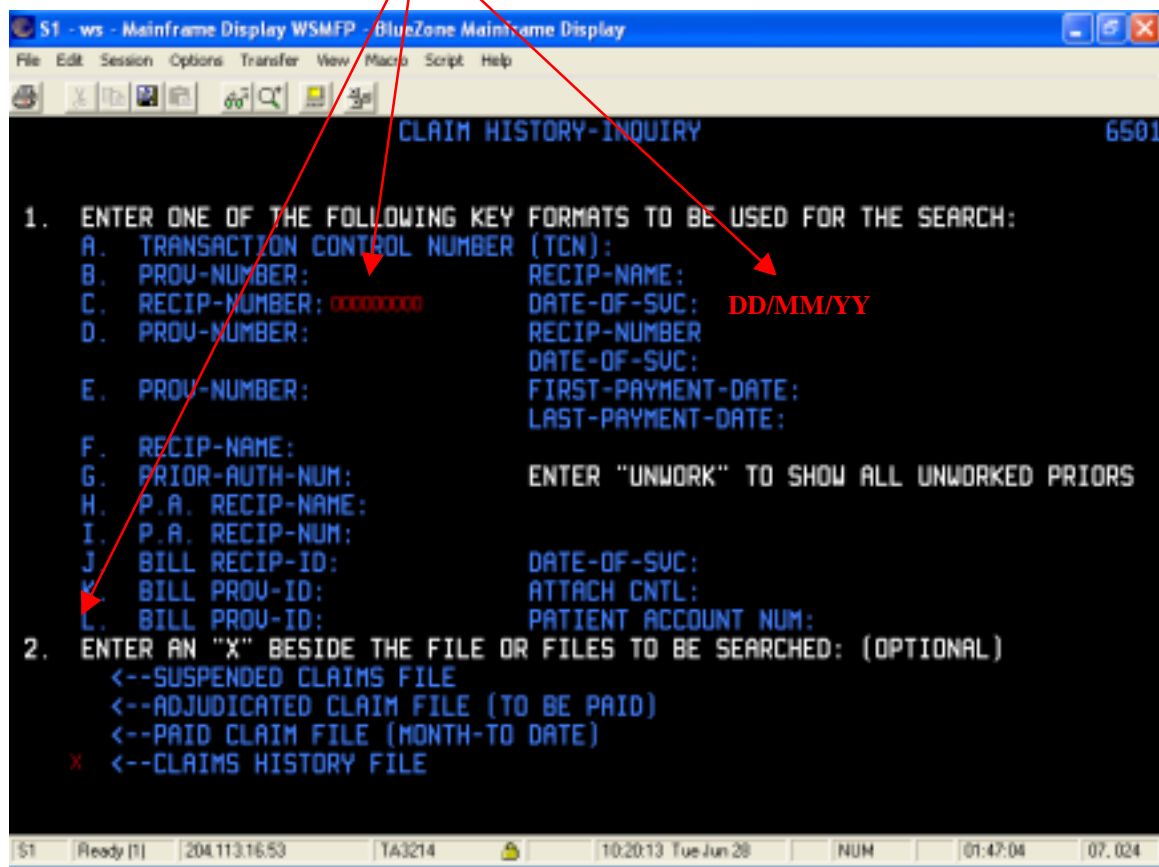
Enter the Client HLCI in the RECIP-NUMBER field. Enter an **"X"** in the "Claims History File".

Press Enter.

OR

Enter the HLCI with the 10th Medicaid digit and hit **"Enter"**.

If you are looking for a specific date to start your search you can also enter that in the DATE-Of-SVC field.



Claims History Display with client
HLCI, name, services begin and end
dates and paid amount.

S1 - ws - Mainframe Display WSMF - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

CLAIM HISTORY-INQUIRY 6502

RECIP-NUM:	RECIP-NAME:	DATE-OF-SUC:	PROV /NUM/MED-REC/TCN	STA	BEG-DT	END-DT	ADJ-DT	TOT-BILL	AMT-PAID
DHS DFS ME WP			45050040771 000020633399	M	05/01/03	05/31/03	07/11/03	510.26	510.26
WASATCH MENTAL HEALT			870285565012 023119	M	05/14/03	05/14/03	07/03/03	112.00	108.76
WASATCH MENTAL HEALT			870285565012 023119	M	05/16/03	05/16/03	07/03/03	96.00	93.14
DHS DFS ME WP			450550040771 000020633399	M	06/01/03	06/30/03	08/01/03	493.80	493.80
WASATCH MENTAL HEALT			870285565012 023119	M	06/11/03	06/25/03	07/25/03	308.00	299.09
WASATCH MENTAL HEALT			870285565012 023119	M	06/19/03	06/19/03	07/25/03	96.00	93.14
DHS DFS ME WP			450550040771 000020633399	M	07/01/03	07/31/03	09/05/03	479.26	479.26
RICHARD E RANDLE DDS			528404932002	M	07/03/03	07/03/03	12/26/03	95.00	56.00
PARK PHARMACY INC			870488814006 0383666	M	07/10/03	07/10/03	07/11/03	34.18	13.48

S1 Ready [1] 204.113.16.53 TA3214 10:18:49 Tue Jun 28 NUM 01:45:40 07.002

Medicaid Enhancement
billing amount.

Total bill and amount
paid by Medicaid.

PF3 back to Claims Menu.

PF1 or Enter to scroll through claims history.